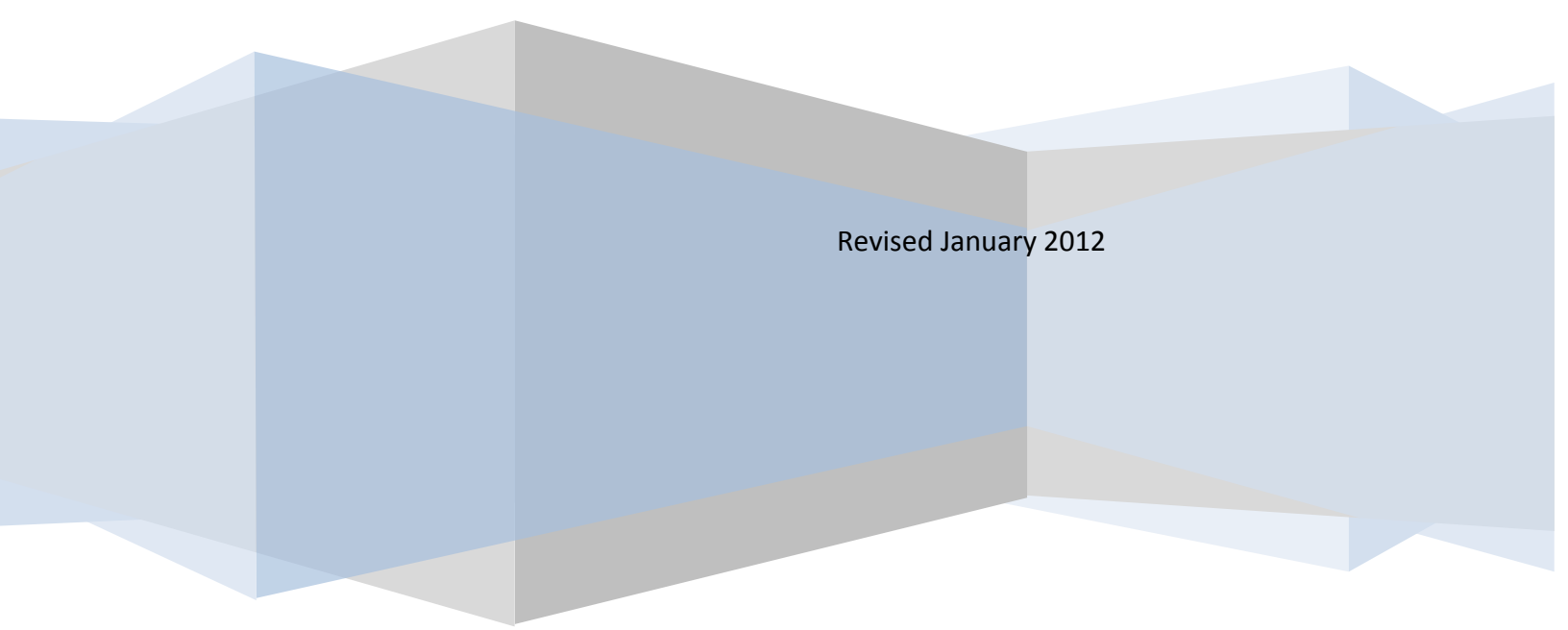


Missouri State University

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS GRADUATE PROGRAM ACADEMIC HANDBOOK

Audiology/Speech-Language Pathology/Education
of the Deaf and Hard of Hearing



Revised January 2012

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Introduction

This handbook has been prepared to assist students in the Department of Communication Sciences and Disorders program at Missouri State University in their professional education. The handbook has been designed to outline the department's policies, procedures, requirements and conditions that must be met in order to satisfactorily complete the degree programs. Additionally, various policies and procedures of the CSD Speech-Language-Hearing Clinic are delineated.

Each student is encouraged to become familiar with the contents of this handbook and to use it as a reference throughout your education in the graduate programs in Communication Sciences and Disorders. You will be held responsible for adhering to the contents of this handbook. If there are points that are unclear, please obtain clarification from the department head, clinic director, or your academic advisor.

University Mission

On June 15, 1995, Missouri Governor Mel Carnahan signed into law Senate Bill 340 which gave Missouri State University a statewide mission in Public Affairs. This mission defines a primary way in which a Missouri State education is different from that of other universities and one way by which we educate our students to imagine the future.

Our Public Affairs Mission

The three broad themes of the public affairs mission can be articulated as:

Ethical Leadership

Goal: Students will articulate their value systems, act ethically within the context of a democratic society, and demonstrate engaged and principled leadership.

Cultural Competence

Goal: Students will recognize and respect multiple perspectives and cultures.

Community Engagement

Goal: Students will recognize the importance of contributing their knowledge and experiences to their own community and the broader society.

Goal: Students will recognize the importance of scientific principles in the generation of sound public policy

College of Health and Human Services Mission

The College of Health and Human Services (CHHS) focuses on improving the health and well-being of people in Missouri, the nation, and the global community through education, research, and service. CHHS values multidisciplinary approaches, instills the public affairs mission, and encourages students and faculty to develop lifelong learning skills.

The Code of Student Rights and Responsibilities of Missouri State University

The Office of Student Conduct exists to serve the students of the Missouri State University community. The office is responsible for the implementation of the Code of Student Rights and Responsibilities, adjudicating alleged violations of the Code, safeguarding student rights, and dealing with emergency situations which involve students.

All Missouri State University students possess certain rights and privileges together with corresponding duties and responsibilities. Each student is due respect of her/his personal dignity and property, and in turn is responsible for maintaining standards of personal behavior which do not interfere with the rights of others or with the functioning of the University.

The Office of Student Conduct recognizes that every facet of student life is an opportunity for learning and inquiry. The Code of Student Rights and Responsibilities should be viewed as an educational tool designed to assist students in their endeavors to educate themselves and become active, involved, and responsible citizens. <http://www.missouristate.edu/StudentConduct/12331.htm>

Affirmative Action/Equal Opportunity

Missouri State University is an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community.

Grade Appeals and Academic Grievances

<http://www.missouristate.edu/registrar/graderev.html>

**Communication Sciences and Disorders Department
Accreditations/Program Approvals**

The graduate programs in Audiology and Speech-Language Pathology are accredited by the American Speech-Language-Hearing Association.

The graduate program in Education of the Deaf and Hard of Hearing has approval from the Council on Education of the Deaf

CSD Speech-Language-Hearing Clinic

See website www.missouristate.edu/csd for information relating to the Speech-Language-Hearing Clinic

Essential Functions

The Essential Functions of Audiologists, Speech-Language Pathologists and Educators of the Deaf and Hard of Hearing establishes the expectations and requisite abilities considered necessary for successful employment. Students in the MSU Department of Communication Sciences and Disorders are to achieve the level of competency required for graduation and practice. It is recognized that degrees of ability vary widely among individuals. Admitted students who believe they do not possess or may not be able to acquire the essential functions set forth are encouraged to contact the Department of Communication Sciences and Disorders. Any admitted student who may require academic accommodations to fulfill the essential functions due to a disability are encouraged to contact the Office of Disability Support Services, <http://www.missouristate.edu/disability/>.

The Department of Communication Sciences and Disorders at MSU seeks to ensure that qualified persons with disabilities are not denied admission or subject to discrimination in admissions. The Department is committed to enabling students by any reasonable means or accommodations to complete their course of study.

The following Essential Functions are consistent with the American Speech-Language and Hearing Association clinical skill performance guidelines and are also deemed necessary for successful practice as a teacher of the deaf and hard of hearing. Many of the essential functions are introduced and coached within CSD coursework and practicum.

Physical Abilities:

- Participate in professional responsibilities/activities for up to four-hour blocks of time with one or two breaks.
- Move independently to, from, and within the work setting.
- Provide for one's own personal hygiene.

- Manipulate screening/diagnostic materials, including completion of screening/evaluation protocols.
- Effectively implement necessary treatment plan appropriate for the patient, including use of materials/instrumentation and data collection.
- Provide a safe environment for others in responding quickly to emergency situations including fire, choking, etc., and in application of universal precautions (standardized approach to infection control).
- Visually monitor patient responses and materials.
- Make accurate judgments about speech and/or acoustic signals. This ability may vary for students in the EDHH program.

Behavioral and Social Attributes:

- Maintain emotional and mental health required for use of intellectual abilities, prompt completion of responsibilities, and development of appropriate relationships with patients and colleagues.
- Maintain composure and emotional stability in demanding situations.
- Adapt to changing environments and situations.
- Communicate effectively with people in person, by phone, and in written form by considering the communication needs and cultural values of the listener. This ability may vary for students in the EDHH program.
- Understand and respect supervisory authority.
- Maintain appropriate professional behavior, including punctuality and regular attendance.
- Demonstrate compassion, integrity, interest, and motivation in delivering professional services to other individuals.
- Participate in collaboration with other professionals.

Intellectual Abilities:

- Demonstrate the mental capacity to learn and assimilate professional information, including the ability to read and comprehend professional literature and reports.
- Solve clinical problems through critical analysis.
- Seek relevant case information, synthesize, and apply concepts and information from various sources and disciplines.
- Write discipline-specific papers and clinical reports in English.
- Speak Standard American English intelligibly, including the ability to model English phonemes. This ability may vary for students in the EDHH program.
- Analyze, synthesize, and interpret ideas and concepts in academic and diagnostic/treatment settings.
- Maintain attention and concentration for sufficient time to complete clinical activities for up to four-hour blocks of time with one or two breaks.
- Schedule and prioritize activities, and provide documentation in a timely manner.
- Comply with administrative, legal, and regulatory policies.

Student Organizations

Student Academy of Audiology

<http://www.audiology.org/education/students/SAA/Pages/default.aspx>

The Student Academy of Audiology is the national student organization of the American Academy of Audiology that serves as a collective voice for students and advances the rights, interests, and welfare of students pursuing careers in audiology. The SAA introduces students to lifelong involvement in activities that promote and advance the profession of audiology, and provides services, information, education, representation and advocacy for the profession and the public we serve.

National Student Speech-Language-Hearing Association

<http://www.nsslha.org/nsslha/>

The National Student Speech Language Hearing Association (NSSLHA) is the national organization for graduate and undergraduate students interested in the study of normal and disordered human communication behavior. NSSLHA is the only official national student association recognized by the American Speech-Language-Hearing Association (ASHA). NSSLHA membership is available to full or part-time undergraduate and graduate students. NSSLHA members are represented by Regional Councilors who sit on the NSSLHA Executive Council as well as on one or more ASHA professional boards or committees. As a national chapter NSSLHA member, students are entitled to several benefits. Examples include NSSLHA publications, the ASHA Leader, a choice of one ASHA journal, reduced registration fees for the annual ASHA Convention, and significant savings on the first year of ASHA membership. Annual dues are only \$45. Visit NSSLHA's website (<http://www.nsslha.org>) to find out how to join. The Missouri State University chapter of NSSLHA participates in a variety of community events and fundraisers throughout the year.

College of Health and Human Services Student Conflict of Interest Policy

The faculty at Missouri State University holds students to the highest level of ethical conduct. With that in mind, this conflict of interest policy serves to direct students who are confronted with funding opportunities provided by industries, especially those industries that provide health related services or those that manufacture health related products, and including those organizations representing such companies or corporations. These entities are willing to provide financial support to students in order to offset expenses associated with activities at manufacturing sites or professional conferences. The faculty at Missouri State University understands that students, in most instances, would not be able to participate in the experiences sponsored by these entities if financial assistance was not provided. Industries also offer general scholarships to students to offset the costs associated with education. Applications for scholarships

from industries that provide health related products or services must be examined and agreed upon by the student's academic Department Head and program faculty. Concern exists that the industries provide financial assistance and gifts with the expectation that there will be a return on their investment (ROI), namely the future purchase of their products.

It should be noted that much of the information obtained from the experiences provided at meetings hosted by these entities can be obtained in classes on campus or on the internet. The faculty at Missouri State understands that there is a value to learning in other settings and interacting with other students and researchers outside of the University. There exists the possibility that industry could abuse their influence, and use their resources in ways that may be viewed as unethical.

Professional associations such as The American Speech-Language-Hearing Association, The American Physical Therapy Association, The American Medical Association, The American Nurses Association, The American Academy of Audiology, The American Academy of Physician Assistants and others have conflicts of professional interest statements in their codes of ethics. Several of these conflict of interest policies state in general that professional judgments and practices should be rendered without primary consideration for personal financial gain. They also state that professionals should not accept gifts or benefits unless it can be clearly demonstrated that such gifts or benefits

- contribute to the welfare of persons served professionally*
- do not reasonably appear to bias professional judgment*
- enhance one's professional knowledge and skills*
- do not diminish the dignity or autonomy of the professions*

A. Attending Industry-Supported Educational Meetings - Students may attend industry supported educational meetings, if the Department Head and a majority of the program faculty agree that all of the following conditions are met:

- The meeting is open to all universities*
- The educational objectives are established and well publicized*
- The presentation of content or experience is unique and will not be covered by Missouri State courses*
- Selection of educational methods and content is beneficial to the student and can be carried over to improved patient care*
- There is a process by which attendees can evaluate the meeting and educational content*
- That the content has been reviewed by a professional association and content is eligible for approved continuing education credit.*

Students wishing to attend an industry supported event must submit a written request to the program prior to making travel arrangements and submitting registrations.

B. Industry Support of Expenses Incurred by Students Attending Industry Sponsored Educational Meetings

While attending approved industry supported educational events, students should not accept support from industry over and above food served before, during and after the event (i.e. breakfast, lunch, dinner and food breaks).

Students may accept reasonable travel and lodging provided by industry, if the event meets approval of the majority of the program faculty as outlined in section A above.

If an event has not been approved by the faculty through submission of a request for approval, the department head, reserves the right to cancel any industry sponsored travel plans or events made with a student or student organization, if the company has a Business Associate Agreement (BAA) and / or account number with Missouri State University. This is due to the fact that students or student organizations can be considered representatives of Missouri State University.

C. Applying for, Obtaining, Accepting Industry-Funded Scholarships

Students who apply for approved industry sponsored scholarships must understand that those funds, if provided, are for the purpose of paying the cost of university tuition and the student must notify the Office of Financial Aid regarding the award. If industry funded scholarships carry with them an expectation that the student's name, image and possibly name of their academic institution may be used for the purpose of marketing, this would have to receive approval from the Missouri State University system.

D. Accepting gifts from Industry

Unless a department or program's policies state differently, students may accept gifts from Industry in the following circumstances:

The value of the gift should be no more than \$100. This means that the cost to the student (not Industry) of replacing the gift would be \$100 or less, and, the gift should, in some way be of benefit to the patients the student will assess and manage in the future. That is, the gift should represent some real benefit to the student's education and training (e.g. a textbook).

Disciplinary Action:

If a student accepts inappropriate gifts, travel funding, lodging, or food / drink from industry without following the above procedures (sections A through D), such behavior will be considered "unprofessional" and the student will be subject to disciplinary actions as outlined in the individual department's Student Professional Behavior Policy.

This conflict of interest policy is a general College of Health and Human Services policy; however, individual departments could invoke stricter limits if the faculty believes it is necessary.

If any portion of this policy differs from standards in individual professional association codes of ethics, the stricter of the two shall apply.

Complaint Process – CSD

If a student has a complaint or concern regarding the program in CSD with regard to grade appeals, academic grievances, students, faculty, or other issues they believe need to have attention, they should

- Speak with the faculty member
- Speak with the Department Head
- Speak with the Dean
- Speak with the Provost

<http://www.missouristate.edu/registrar/graderev.html>

Complaint Process – Council on Academic Accreditation (CAA) – for AuD and SLP

A complaint about any accredited program or program in candidacy status may be submitted by any student, instructional staff member, speech-language pathologist, audiologist, and/or member of the public.

Criteria for Complaints Against Graduate Education Programs

- For a complaint to be considered by the CAA, it must:
- (a) be against an accredited education program or program in Candidacy status in speech-language pathology and/or audiology,
- (b) relate to the Standards for Accreditation of Graduate Education Programs in Audiology and Speech-Language Pathology, and specify where possible the relevant standards, and
- (c) include verification and documentation (e.g., copies of grievance processes, communications verifying completion of processes, etc.) if the complaint is from a student or faculty/instructional staff member at that institution, that the complainant exhausted all relevant institutional grievance and review mechanisms before submitting a complaint to the CAA, if relevant to the complaint.
- The complaint must clearly describe the specific nature of the complaint and the relationship of the complaint to the accreditation standards, and provide supporting data for the charge. The burden of proof rests with the complainant. All written testimony must include the complainant's name, address, and telephone contact information and the complainant's relationship to the program in order for the Accreditation Office to verify and communicate with the source of the complaint.
- Complaints against a program may be submitted even if separate action is pending against the program by another body, except as outlined above.

<http://www.asha.org/academic/accreditation/accredmanual/section8.htm>

Graduate Program Policies & Procedures

Academic Advisor

Upon admission, students are assigned an academic advisor. Each student meets with his/her advisor a minimum of once toward the end of each semester to determine course enrollments for the following semester in accordance with the advisor approved program of study.

Advisor Approved Program of Study

The program of study is a plan consisting of all coursework students will complete during their program at MSU. This plan of study will be completed on the *Advisor Approved Program of Study* and submitted to the department head and upon his/her approval forwarded to the Graduate College. This form must be completed, approved and filed with the Graduate College before completion of the second semester of graduate education. ([MSU Advisor Approved Program of Study](#))

Drug Screening & Background Checks

Prior to beginning clinical practicum experiences, all CSD graduate students must successfully complete both a background check and drug screening. Procedures for both of these are shared with beginning students prior to orientation in August each year. Both have completion deadlines set each year prior to participation in clinical activities. Clinical sites may require additional immunizations, etc. Costs associated with requirements of clinical sites are the responsibility of the student. Each student must adhere to the standards set forth via successful completion of both screenings for the duration of their enrollment in CSD graduate programs.

Retention Requirements

- Students should carry the full-time course loads approved on his/her Advisor Approved Program (didactic, clinical, and research). Further, schedules for work and personal commitments should be completed after courses and clinical assignments are set.
- Any grade below a "C" in any given course, didactic or clinical is not acceptable and may be grounds for dismissal from the CSD program.
- Academic courses with an earned grade below a "C" may not be applied to the graduate degree.
- Clinical courses (practicum, diagnostic, externship, student teaching experiences) in which a grade below a "B" is earned will not count toward the required clinical practicum/student teaching hours that must be earned prior to graduation. Students must progress satisfactorily through the levels of clinical practicum.
- The accumulation of more than 9 hours of "C" or below in academic and/or practicum courses will result in dismissal from the program.
- While grades are important, the student's continuation in the CSD Program is based on the composite picture of the ability of the student to perform satisfactorily in the clinical phase of training as well as the academic components. This includes professionalism. Student behavior is monitored during their enrollment at Missouri State University, both on campus and at offsite facilities. Mid-term meetings of program faculty oversee the

progress of each student. Any student not exhibiting an earnest professional attitude including respect and empathy towards patients and respect for professors and peers will be subject to disciplinary action.

Student Professional Behavior Policy

The CSD department reserves the right to refuse enrollment or program continuation to any student. This refusal will be determined by the judgment of the CSD Graduate Faculty and CSD Department Head based upon the student's ability to successfully complete clinical practicum assignments or to assume patient care responsibilities and/or function as a clinician/teacher. Additionally if a student has failed to demonstrate an attitude of professionalism as judged by the CSD Graduate Faculty and CSD Department Head, a student may be dismissed from the program.

Remediation

Remediation Policy

Students in CSD graduate programs are continuously monitored with regard to academic, clinical and professional growth. Students who fail to achieve satisfactory performance in any of the above areas will be subject to a plan of remediation. Depending upon the area of deficiency, a remediation plan will be developed by faculty and the department head. If additional input is required from other MSU personnel, those individuals will be consulted. Typical remediation plans may extend to one full academic semester or a portion of a semester. Throughout the remediation period students are monitored regularly. If a student does not meet the conditions of the remediation plan, he/she may be dismissed from the program.

Continuous Enrollment

As noted previously, students must maintain a full-time curricular load with courses taken in the prescribed sequence. The student and academic advisor will discuss circumstances that could lead a student to drop one or more classes. Following discussion, approval from program faculty and department head must be received. Because this constitutes less than successful progression through the program, a remediation plan may be developed and must be approved by all parties in order for the student to continue in the program. In certain situations it may be necessary for the student to reapply for program admission during the next application period.

Monitoring Student Performance

Academic and clinical performance is continually monitored. Students are formally evaluated during the academic year. Feedback is requested from the students and feedback is provided by the faculty.

Program Curriculum

AuD program curriculum

<http://www.missouristate.edu/csd/26974.htm>

The AuD program in the Department of Communication Sciences and Disorders is a 105 credit hour program which can be completed in eleven semesters. Academic course work is interspersed with clinical practicum experience.

MS Speech-Language Pathology Program Curriculum

<http://www.missouristate.edu/csd/26974.htm>

The master program in speech-language pathology focuses on the academic, clinical and research foundations for a career as a speech-language pathologist. The program is designed to prepare the student to make intelligent decisions and take appropriate, thoughtful action. The program is organized to encourage the student to use critical thinking and problem-solving to identify and meet the communication needs of individuals and families.

The Speech-Language Pathology program is designed to prepare a person for a career in the public schools, special schools, special school districts; or in clinical settings such as hospitals, guidance centers, rehabilitation centers, nursing homes; or in industry; or in private practice; or others. The person majoring in this area may also prepare for entry into a doctoral program

MS and Accelerated MS program in Education of the Deaf and Hard of Hearing

<http://www.missouristate.edu/csd/26974.htm>

Only graduate courses are listed, other courses to fulfill undergraduate degree are required – see your advisor

The program in Education of the Deaf and Hard of Hearing prepares a student for employment as a teacher of the deaf and hard of hearing. The program embraces a comprehensive philosophy. Graduates are prepared to provide education to students with impaired hearing using who learn using an oral or manual approach. In order to earn teacher certification, graduates must also complete coursework required by the Department of Elementary and Secondary Education (DESE) for the state of Missouri. Your advisor will assist you with scheduling these classes. Students may enter the accelerated masters program following completion of their third year of undergraduate study. An accelerated masters is defined as allowing students to count up to 12 hours of undergraduate education toward the masters degree.

KASA – Knowledge and Skills Acquisition

The KASA is a checklist the program uses to track acquisition of knowledge and skills necessary for clinical practice or success as a teacher of the deaf and hard of hearing. Your advisor and clinical faculty will acquaint you with the KASA process. Students must progress satisfactorily through clinical levels and competencies. A student who has not successfully achieved all competencies, regardless of grades or hours in the program, will not be eligible for a graduate CSD degree until such time that the competencies have been demonstrated. No clock hours associated with a practicum grade of “C” or lower will be counted toward the total number of clock hours needed for certification. The department will recommend for certification as a teacher of the deaf and hard of hearing (DESE and ASHA) only those students who have successfully completed the Master’s degree or AuD degree, including all clinical practicum requirements.

Practicum

Practicum and student teaching placements are made for you by the faculty. Some sites are located in the Springfield area. Some sites are located well outside the Springfield area and will require driving and may require an overnight stay – these are typically sites where 3rd year AuD

students are placed. The department will work with you to the best of its ability to limit the inconvenience this may cause. For SLP and AuD your practicum supervisors (sometimes referred to as preceptors) must hold CURRENTASHA Certification (CCC-SLP or CCC-A) and current state licensure. For EDHH your cooperating teachers must hold teacher certification. The program will ensure that individuals providing you with clinical education or teacher preparation have the proper credentials, however, it is in your best interest to be sure that certification and/or licensure is in effect for the entire time you are with that preceptor.

Research

Students must successfully complete a thesis (CSD 799/999) or research project (CSD 784/884) requirement.

Is the thesis option right for you?

The faculty will support any graduate student who chooses the thesis option. However, the thesis option is a more rigorous undertaking. Therefore, faculty may advise a student to choose the project option if the faculty believe that the student has a limited possibility of successfully completing the thesis in a reasonable period of time, or for any other reason which might jeopardize a student successfully completing their graduate degree.

Thesis

- A thesis must be in final form, approved by the thesis director, thesis committee and department head and be submitted to the Graduate College before the required deadline.
- The thesis must be at least 6 total credit hours.
- The thesis must be in publication form (APA format) and sequenced according to the university Graduate College guidelines.
- The thesis will be defended before the thesis committee.
- The thesis will have greater depth and breadth of content than a research project as defined and approved by the thesis committee.
- Students selecting a thesis option may use the oral defense of their thesis as their comprehensive examination requirement.
- Students must register for a total of 6 credit hours: (2 summer, 2 fall, 2 spring)
- Students are graded each semester relative to the syllabus for thesis
- Thesis students will have a thesis committee who will assist with their research
- The thesis advisor must be a member of the graduate faculty in CSD
- The thesis student must prepare a thesis prospectus as well as a fully-developed literature review, fully-developed research question, fully-developed method section
- Students must complete the results and discussion sections and formally defend their thesis
- Students must also present their thesis in an approved professional meeting. Publication of the thesis is encouraged.
- Students must have a signed copy to the department head two weeks before Graduate School deadline

Project

- A final copy of the project must be approved by the Project Director and Department Head on or prior to the required deadline (see graduate calendar).
- The project must be at least 3 total credit hours (SLP and DHH) 6 credit hours (AuD).

- The project (in most cases) needs to be in publication form (APA format) and sequenced according to examples on file in the department office.
- Content of the project must be appropriate to the topic selected as defined and approved by the project director.
- Students enroll for a total of 3 credit hours (1 summer, 1 fall, 1 spring)
- Project advisors will assign a grade each semester as prescribed in the project syllabus
- A project can be somewhat independent or “piece” of larger research project
- Contract, timelines are established and approved by advisor and student
- Students are required to present the results of their project at an approved professional meeting (publication of the project is encouraged)
- Signed copy due to department head two weeks before Graduate School Deadline
- The department requires 1 bound copy and one copy on CD of the project for filing separate from any other copies required by the project director.

Research Topic and Advisor Assignment

Students are given the opportunity to learn the research interests of the faculty in an effort to be paired with a research advisor who may have similar interests as the graduate student. Faculty will present preliminary research on potential topics. Students are then required to submit list of 3 choices ordered by preference. The contents for each choice must include the topic, the advisor, a brief description of the project/thesis, and why they are interested in that topic. Faculty will meet and discuss all requests and assign based on student interest and ability and faculty interest and teaching load

Project/Thesis Presentation

Each student must present their project at a professional meeting. Appropriate presentation venues include the ASHA Annual Convention, Missouri Speech-Language-Hearing Association Meeting, AAA Annual Convention, CHHS Student Research Symposium, Missouri State University Graduate Student Forum, and the CSD Pathways Conference.

Comprehensive Examinations

Comprehensive examinations are a requirement of the graduate programs in CSD. The schedules of comprehensive examinations are different for each program.

- AuD students following completion of their second year will take comprehensive examinations in August, just prior to the beginning of the fall semester. AuD students are required to either take comprehensive examinations at the end of the spring semester of their third year or provide to the program a passing score on the Praxis examination. Passing the Praxis can substitute for third year comprehensive examinations
- SLP students and EDHH students will take comprehensive examinations in the spring semester of their second year.
- Students must pass all comprehensive examinations.
- Students must take the examination on campus and at the time it is offered.
- Students will not be allowed to retake the examination in the same semester in which they initially failed.

- All students will be responsible for notifying the CSD office of their intention to graduate so that an *Application to take Comprehensive Examinations* may be completed for them by the department staff.

AuD Comprehensive Exam Policy

Following completion of their second year, students will take comprehensive written examinations. The comprehensive examinations will include all course material covered during the first two years of the program. After completion of their third year, students are required to take comprehensive written examinations prior to beginning the 4th year placement. The examinations will include course material covered during the fall and spring semesters of their third year. The third year written comprehensive examination may be waived in lieu of a passing score on the Praxis Exam (National Examination in Audiology). The passing score of the Praxis Exam *must* be received at the department office prior to the end of the spring semester in order for a waiver of the third year comprehensive examination. Third year students who do not provide a passing score on the Praxis Examination prior to the end of the spring semester will be required to take a written comprehensive examination over the material covered in their third year.

The format of written comprehensive examinations may vary by course. The examinations may include multiple-choice, short-answer/essay, and/or discussion questions at the discretion of the course instructor. The examinations will be graded by the course instructor(s). The time limit for any particular test may vary depending on the content area(s) and the professor who instructed the course.

Comprehensive Examination Passing Grade criterion:

Students will be given a “PASS”, “LOW PASS” or “FAIL” grade. The criterion score for a “FAIL” grade may vary by the course instructor.

If the result of any written comprehensive examination indicates that a student needs further examination (failed any written exam), the student will be contacted by the department and will be required to sit for an oral examination(s) that would take place the following semester. Third year students who do not pass comprehensive (written/oral) or Praxis examinations will not be allowed to begin their 4th year externship. A remediation plan will be developed for students who do not pass the second year or third year oral examination.

Failure of Written Comprehensive Examination and Remediation Plan

- *Failure of Written Comprehensive in any area*

The student will be required to sit for oral examination(s) that would take place the following semester. The oral examination(s) will be administered by a committee of audiology faculty including the course professor. The committee will make a group determination of the “pass/fail” status of the results of this examination. If a student fails the oral examination(s), a remediation plan will be developed.

- *Failure of Written Comprehensive Examination in four or more areas*

If a student fails four or more written examinations, a remediation plan will be implemented. Upon successful completion of the remediation plan, oral comprehensive examinations will be

administered. If the student is unable to successfully complete the requirements of the remediation plan and/or oral examinations, he/she may be dismissed from the program.

Praxis Exam

For licensure or certification (DESE) all graduates must pass the Praxis examination in their respective areas. Passing of the Praxis is not a requirement for graduation. However, taking the Praxis examination and providing the department with a copy of your examination results is a requirement for graduation.

Portfolio

The graduate program in EDHH requires a completed portfolio. The contents must include artifacts, the related competency, and a reflection piece.

Liability Insurance

MSU CSD students must hold professional liability insurance. It may also be necessary for you to undergo further background and drug screening tests as well as orientation procedures for your practicum or externship sites. The cost of liability insurance and all background and drug screening tests are the responsibility of the student.

Certification and Licensure

- **In order to be employed as an audiologist, a speech-language pathologist the individual must hold a state license from the professional licensing agency. In some cases, the individual may also need to hold professional certification from their respective professional association.**
- **In order to work as a teacher of the deaf or hard of hearing that individual must have teacher certification.**

Certification FAQs

- **Do I have to have a license prior to beginning my first job?**
 - All AuD and SLP graduates must be licensed prior to taking their first job. They must continuously be licensed for as long as they are providing professional services. AuD graduates are eligible in most states for a full license. SLP graduates are eligible for a provisional license. It is against the law for a graduate to see patients, whether under supervision or not, unless they hold a license from the state in which they practice (some Veterans Administration Hospitals and federal employment situations may be exempt). Applicants for provisional licensure must provide proof of receipt of a master's or doctoral degree from an institution accredited by CAA. Must provide a plan for the supervised post graduate experience. The provisional license is valid for one year and may be renewed one time with Board approval.
Licensing information for the state of Missouri can be found at <http://www.pr.mo.gov/healingarts.asp>
- **Do I need ASHA Certification?**
 - Although certification from a professional association (ASHA) is evidence that the individual has met the highest standards as set by their professional association, certification is voluntary. There are many benefits in obtaining the earned professional

certification. Graduation from a CAA accredited program in SLP and/or AuD qualifies the student to apply for ASHA certification and licensure.

- Certification requires passing the Praxis examination
- Continued certification requires annual dues and continuing education
- Certification and continued membership will allow for a simpler process in obtaining state licensure. It can be said that professional certification allows a degree of portability of licensure. Although, a professional must be licensed in each state they provide professional service. There is typically not licensure reciprocity from state to state.

To become a member of ASHA an applicant must provide an official transcript with the posted masters/doctoral degree, a completed application signed by the University Program Director/Department Head, and a passing score on the NTE examination

To become certified (CCC-SLP) a member must complete a clinical fellowship experience.

To become certified (CCC-A) a member must submit completion of the AuD degree.

Clinical fellowship is not a requirement for the graduate of an accredited AuD program.

www.asha.org

- **Do I need AAA Certification?**

- AAA is the American Academy of Audiology. AAA offers professional certification through the American Board of Audiology (ABA). This is also a voluntary certification. www.audiology.org

- **Do I need DESE Certification?**

- Teacher certification through the Department of Elementary and Secondary Education for the state of Missouri is required of teachers working in schools in the state of Missouri. Graduates of the EDHH program must have certification prior to taking their first teaching position in Missouri. SLP and AuD graduates are not required to have teacher certification in Missouri. It will be the student's responsibility to check with their individual states to determine the requirements for employment. During spring of the second year EDHH students complete the *Application for Teacher Certification*. This will be kept in their advising file and upon completion of all requirements for certification, the department will forward the application to the College of Education and then on to DESE for approval.

<http://dese.mo.gov/divteachqual/teachcert/>

- **Do I need CED certification?**

The Council on Education of the Deaf (CED) provides certification (voluntary) for teachers of the deaf and hard of hearing. The applicant is required to have completed a student teaching experience in the area in which certification is desired.

<http://www.deafed.net/PageText.asp?hdnPageId=58>

- **Can I (SLP) or (EDHH) work in the schools without DESE Certification?**

- SLP graduates can work in Missouri schools after they have provisional licensure. Provisional licensure is awarded upon graduation from a CAA accredited program and once the graduate has an offer of employment. The provisional license will allow the graduate to apply to DESE to request provisional certification. Once the provisional

licensee meets all requirements for a full license, he/she may apply to DESE for full certification.

- If the graduate from the EDHH program completes all requirements of the CSD masters program in EDHH and has all but 12 hours of teacher certification courses completed, he/she may apply to DESE for provisional certification. Once the remaining coursework is completed the graduate may apply to DESE for full teacher certification.